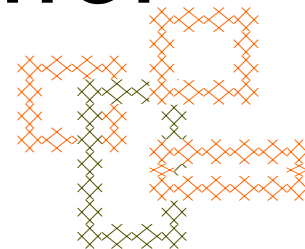


CHRO Newsletter



Happy Thanksgiving Day

Don't miss it!!

- Training Announcements

See the back page

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Story by US Employment/
Classification Section

The Department of Defense has 9 months to begin putting a new pay and personnel system into place that will eventually cover the Department's 650,000 civilian employees. DoD officials must still craft regulations and train employees and managers. While most of the details of the new system are not complete, many issues have been decided. Among the expected changes:

- ♦ Pay scales will be merged -- or banded -- into broader pay scales to permit managers flexibility to pay more to high performers.
- ♦ Reduction-in-force (RIF) retention rules will be changed so performance is given greater weight in determining who can stay or not during a RIF.
- ♦ Hiring will be more streamlined and faster.
- ♦ Labor-management rules will be changed to permit Pentagon leaders to bargain with national level union officials on policy matters rather than with the more than 1,100 local bargaining units across the Department. These changes include a dramatic overhaul of la-

bor-management rules and employee appeal procedures.

Many aspects of the current civil service system will not change: Merit system principles will remain in place, and prohibited personnel practices such as reprisal against whistleblowers, nepotism and discrimination based on race, age or sex will still be prescribed.

The DoD is engaging unions, employees and managers through town hall meetings and focus groups to gather input as it designs the new system. The Pentagon also is working with Office of Personnel Management officials in the design process. Although DoD officials held focus group sessions in Seoul, Korea, Okinawa, Japan has not been selected as a location for these town hall meetings.

The DoD overhaul represents the most significant change to the civil service since the 1978 Civil Service Reform Act. The law creating the NSPS grants hiring and firing rights federal managers and executives have never had.

WHAT WILL CHANGE:

- ♦ Pay banding for General Schedule and Wage Grade employees

- ♦ Staffing -- hiring, assignment, advancement and removal of staff
- ♦ Reduction-in-force rules
- ♦ Pay for performance
- ♦ Labor relations
- ♦ Appeals process

WHAT WON'T CHANGE:

- ♦ Merit system principles
- ♦ Rules against prohibited personnel practices
- ♦ Health insurance and retirement benefits
- ♦ Travel and subsistence allowances
- ♦ Training rules
- ♦ Leave and work schedules
- ♦ Anti-discrimination laws
- ♦ Veterans preference
- ♦ Executive Schedule pay
- ♦ Pay for firefighters
- ♦ Safety and drug abuse program
- ♦ Other personnel systems in law

DoD officials have launched a Web site, www.cpms.osd.mil/nsps, to communicate reliable, up-to-date information as development progresses.



New Travel Entitlement for Eligible Employees

Story by US Employment/Classification Section

Emergency Visitation Travel (EVT) allows an eligible employee and/or eligible family member(s) to travel at government expense to the CONUS, non-foreign OCONUS area, or other location in certain situations of family emergency. EVT is authorized in the following circumstances involving:

- a. a serious illness or injury of an immediate family member;
- b. death of an immediate family member;
- c. and special family circumstances.

Reimbursement is authorized only for air transportation, and for ground transportation between interim airports, e.g., between Narita and Haneda airports. Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

The employee or family member is authorized to perform EVT to a destination (other than the employee's actual residence) in the U.S. or the country of the employee's actual residence. The alternate destination must be stated in the travel order. EVT reimbursement to an alternate destination shall not exceed the amount allowed from the OCONUS permanent duty station to the employee's actual residence/home of record in the U.S., and return to the OCONUS permanent duty station. Excess costs to an alternate destination will be the responsibility of the employee.

An eligible employee or family member is limited to one round trip for each serious illness or injury of each immediate family member. Generally,

only the employee or one family member will be authorized EVT for a given family emergency.

Reimbursement is limited to the cost of transportation procured or that would have been procured through a Commercial Ticketing Office (CTO). Reimbursement is not authorized for transportation on a non-certified (i.e., foreign flag) air carrier unless a U.S. flag air carrier is or was not available.

An eligible employee wishing to request EVT must complete an EVT request form. The form must be signed by the immediate supervisor prior to routing to the Civilian Human Resources Office (CHRO) for processing. The following documentation must be included with the EVT request form:

- a. **Written** notification from the Red Cross or written statement from attending physician or hospital of serious illness or death of immediate family member.
- b. Name, address and contact information of attending physician and/or hospital.
- c. Name, address and relationship of the ailing family member.
- d. Name, address, phone number and relationship of person to be contacted in connection with the emergency.
- e. In cases of loco parentis, written documentation that the person raised the employee or eligible family member for five or more

years, and provided a home and full legal, moral and financial support during that period.

- f. A copy of your approved leave request, SF-71, must be attached to your travel request.

***** NOTE *****

You must have approved leave prior to requesting EVT orders. You may be entitled to use home leave or be in a leave with or without pay status. You will be authorized leave-free travel from the date you start travel to the U.S. and on the date you start your return travel to the OCONUS permanent duty station.

Upon receipt of the EVT request, the CHRO will contact the appropriate official to determine the seriousness of an illness. Travel orders will not be authorized before the serious illness or death has been verified. However, the employee or eligible dependent may travel at personal expense before EVT is authorized, and request reimbursement after the fact. Requests for reimbursement must be submitted within 30 days after travel completion. All conditions for EVT must be met for reimbursement.

Questions regarding EVT may be directed to the U.S. Employment/Classification Section at 645-7547.

Ref: Joint Travel Regulations (JTR), Volume 2, Chapter 6, Part O

DRUG WORKPLACE



Story by U.S. Employee & Labor Relations/
Benefits Section

Alcoholism

Alcoholism, also known as “alcohol dependence,” is a disease that includes four symptoms:

- ◆ Craving: A strong need, or compulsion, to drink.
- ◆ Loss of control: The inability to limit one’s drinking on any given occasion.
- ◆ Physical dependence: Withdrawal symptoms, such as nausea, sweating, shakiness, and anxiety, occur when alcohol use is stopped after a period of heavy drinking.
- ◆ Tolerance: The need to drink greater amounts of alcohol in order to “get high.”

People who are not alcoholic sometimes do not understand why an alcoholic can’t just “use a little willpower” to stop drinking. However, alcoholism has little to do with willpower. Alcoholics are in the grip of a powerful “craving,” or uncontrollable need, for alcohol that overrides their ability to stop drinking. This need can be as strong as the need for food or water.

For most people who drink, alcohol is a pleasant accompaniment to social activities. Moderate alcohol use—up to two drinks per day for men and one drink per day for women and older people—is not harmful for most adults. (A standard drink is one 12-ounce bottle or can of beer or wine cooler, one 5-ounce glass of wine, or 1.5 ounces of 80-proof distilled spirits.) Nonetheless, a large number of people get into serious trouble because of their

drinking.

1 in every 13 adults abuse alcohol or is an alcoholic. These patterns include binge drinking and heavy drinking on a regular basis. The consequences of alcohol misuse are serious—in many cases, life threatening. Heavy drinking can increase the risk for certain cancers, especially those of the liver, esophagus, throat, and larynx (voice box). Heavy drinking can also cause liver cirrhosis, immune system problems, brain damage, and harm to the fetus during pregnancy. In addition, drinking increases the risk of death from automobile crashes as well as recreational and on-the-job injuries. Furthermore, both homicides and suicides are more likely to be committed by persons who have been drinking.

What Is Alcohol Abuse?

Alcohol abuse differs from alcoholism in that it does not include an extremely strong craving for alcohol, loss of control over drinking, or physical dependence. Alcohol abuse is defined as a pattern of drinking that results in one or more of the following situations within a 12-month period:

- ◆ Failure to fulfill major work, school, or home responsibilities;
- ◆ Drinking in situations that are physically dangerous, such as while driving a car or operating machinery;
- ◆ Recurring alcohol-related legal problems, such as being arrested for driving under the influence of alcohol or for physically hurting someone while drunk; and
- ◆ Continued drinking despite having ongoing relationship problems that are caused or worsened by the drinking.

Although alcohol abuse is basically different from alcoholism, many effects of alcohol abuse are also experienced by alcoholics.

What Are the Signs of a Problem?

How can you tell whether you may have a drinking problem? Answering the following four questions can help you find out:

- ◆ Have you ever felt you should cut down on your drinking?
- ◆ Have people annoyed you by criticizing your drinking?
- ◆ Have you ever felt bad or guilty about your drinking?
- ◆ Have you ever had a drink first thing in the morning (as an “eye opener”) to steady your nerves or get rid of a hang-over?

One “yes” answer suggests a possible alcohol problem. If you answered “yes” to more than one question, it is highly likely that a problem exists. In either case, it is important that you see your doctor or other health care provider right away to discuss your answers to these questions. He or she can help you determine whether you have a drinking problem and, if so, recommend the best course of action.

Even if you answered “no” to all of the above questions, if you encounter drinking-related problems with your job, relationships, health, or the law, you should seek professional help. The effects of alcohol abuse can be extremely serious—even fatal—both to you and to others.

TYPES OF LEAVE AVAILABLE TO EMPLOYEES

Story by U.S. Employee & Labor Relations/Benefits Section

The main types of leave are:

Annual leave:

Requested in advance and granted at supervisor's discretion. There is also emergency annual leave that must be requested as soon as possible and within two hours of an employee's start time.

Sick leave:

Should be used when an employee is sick or "incapacitated for duty", for medical appointments, and may also be scheduled in advance. Employees must contact their supervisors each day, if able, while sick or "incapacitated for duty" in order to request sick leave. Supervisors should grant "appropriate absences" and ask for medical documentation if an employee is out three or more days.

Absence without leave (AWOL):

Charged when an employee fails to report to duty as scheduled, failed to request leave, or has no leave available. An employee is charged only for the actual period of AWOL. It is up to a supervisor to document any reason for charging AWOL.

Leave without pay (LWOP):

Must be requested and is at supervisor's discretion. Documentation may also be required. LWOP in excess of 30 days is normally not approved unless the employee is expected back to work.

Advanced sick leave:

Requires a written request from employee and acceptable medical certification. It can be granted for up to six weeks (240 hours) and the employee "must have a zero sick leave balance." An employee can maintain an annual leave balance while out, but should file for disability retirement if he does not expect to return to work.

Family medical leave (FMLA):

Can be used for serious health conditions directly affecting the employee or immediate family member – spouse, children or parents. An employee's request should be submitted 30 days in advance along with medical documentation. A second and third opinion can be initiated at the agency's expense. It requires management agreement if any "intermittent or reduced schedules" are needed. The FMLA allows up to 12 weeks of unpaid leave in addition to paid leave to the employee. The employee then returns to the same or equivalent position with pay and benefits.

Family friendly leave (FFL):

Expands sick leave use for family care and bereavement. Employees must indicate to supervisors when they want to request leave under the FFL. It can be used to attend or arrange a funeral for family members and for medical purposes such as to make a bone marrow or organ donation. Up to 40 hours of this leave may be used per year or up to 12 weeks for serious health conditions. If an employee has used less than 80 hours of sick leave, up to 64 additional hours may be awarded in this category. The definition of family member under family friendly leave is: an employee's spouse, children (adopted, foster or step), parents and spouse's parents, siblings, or "any individual related by blood or affinity."

Continuing TYPES OF LEAVE AVAILABLE TO EMPLOYEES



Other types of approved leave include:

Military leave: Such as for reserve assignments.

Administrative leave: Such as for typhoons.

Jury duty: When federal employees are called to participate, there will be no interruption to their regular pay.

Call the USER Section at
645-7548



Leave benefit program:

In addition, the Voluntary Leave Transfer Program is available to employees who are affected by medical emergencies and have limited leave. Through the program, coworkers can donate a minimum of four hours of their own annual leave.

Medical evidence is required for the program and an employee must submit a written request to participate.

Unavailable for duty:

According to the Merit Systems Protection Board, "as a general rule, an adverse action cannot be based on an employee's use of approved leave." However, an agency can bring an action against an employee for "excessive approved absence."

Although employees can claim they were absent for compelling reasons beyond their control, the agency can make a case that the employee is "not on the job."

For example, if the absences "continue beyond a reasonable time", an agency can warn the employee that an adverse action could be taken unless the employee becomes "available for duty on a regular, full-time or part-time basis."

Before reaching that point, however, agencies can take

steps to correct leave abuse. They are:

- ◆ Monitor and document leave usage with appropriate records and reports.
- ◆ Handle leave requests based on workload and leave status.
- ◆ Counsel or hold discussions with employees if there are identifiable patterns of abuse. For example, the employee often calls in sick on Mondays or Fridays or at least once every pay period. Be prepared with supporting information; get the employee's input for reasons about excessive leave. Request any documentation at that time and thank the employee for cooperating.
- ◆ Set up a date to review if the employee corrected the pattern of abuse.



PRE

Post-Retirement Employee

Story by JN Employment Unit

Persons who are age 60 or above may be employed as Post-Retirement Employees (PREs) for a period not to exceed one year.

A revision to the Japanese pension law increased the age at which a retired employee can collect pension. Currently, the mandatory retirement age for **MLC/IHA** employees is 60, but male employees are no longer eligible to collect full pension immediately upon retirement. The male em-

ployees scheduled to retire in December this year will begin receiving full pension at age 62. The eligible age will gradually go up to 65. This law will start to affect female employees in 2006.

Since the purpose of the re-employment system is to give due consideration to the change in the Japanese pension law, such loss in pension should be considered when determining the re-employment of individuals at age 60 or older. How-

ever, managers/supervisors have absolute discretion in selecting those to be rehired.

The monthly base pay for an employee re-employed as a PRE will be set at a rate equal to 70% of the monthly base pay that the employee was receiving at the time of retirement from permanent employment. PREs are entitled to annual leave, summer leave, duty connected illness or injury, but not to non-duty connected illness or injury.

*** GLOSSARY ***

DFAB (Defense Facilities Administration Bureau)

IAA (The Incorporated Administrative Agency)

LMO (Labor Management Organization)

GOJ (Government of Japan)

MLC (Master Labor Contract) **IHA** (Indirect Hire Agreement)



Submission of **TAD** Requests

Story by JN Employee/Labor Relations Unit

In accordance with Marine Corps Base Order 1320.5C, management must submit an employee's TAD request to the CHRO (ATTN: JN Employee/Labor Relations Unit) at least 10 workdays prior to the first day of TAD. The employee is able to request advance payment of travel expenses through their manager, if necessary. Such payment should be requested at least three weeks prior to the departure date.

Please contact Ms. Junko Nozaki (645-3364) with the JN Employee/Labor Relations Unit if you have any questions on **MLC/IHA** travel.

Special Work Allowance

Story by JN Classification Unit

MLC/IHA employees other than daily employees are entitled to receive Special Work Allowances (SWAs) if they meet criteria stipulated in **MLC/IHA** regulations and are authorized by the **DFAB**, which represents the **GOJ**, and the Civilian Human Resources Office (CHRO). Management should submit a SWA request for **MLC/IHA** positions to the CHRO (ATTN: JN Classification Unit). The CHRO will review and certify the request, if applicable, and forward it to **DFAB** for their approval.

Following is a list of SWAs authorized: Overhead Work, Excavation Work, Underwater Work, Railway and Runway Work, Extreme Physical Labor, High Voltage Work, Heated Minerals and Liquids, Poisons, Explosive Materials, Cold, Corpses, Filthy Work, Boiler Repair, Infectious Diseases, Weather Conditions, Steam-pipe Repair, Air Hammers, Gas, Steam, Dust, Firemen, Aerial Target Handlers, Jet Engine Noises, Jet Engine Tests, Aerial Bombing and Gunnery Range Guards, and Security Dog Handler.

Detailed information may be acquired from Ms. Tomoko Ransen/Ms. Saori Ago (645-5407) with the JN Classification Unit.

Story by U.S. Employee & Labor Relations/Benefits Section



season is here, and there is news about shortages of the flu vaccine. However, the Secretary of the U.S. Department of Health and Human Services has indicated that there will be flu vaccine available for most people who truly need it this flu season.

Everyone can help prevent the spread of flu. Some guidelines to follow include: avoid close contact with people who are sick; cover your

mouth and nose with a tissue when coughing or sneezing; wash your hands for protection from germs; avoid touching your eyes, nose, or mouth after touching contaminated areas; and stay at home when sick.

You may obtain more information about the flu and how to avoid spreading it from the Department of Navy's Civilian Human Resources website at <http://www.donhr.navy.mil>, under the "Work/Life" link.

SPECIAL EMPHASIS PROGRAMS (SEPS)

Story by Workforce Development & Diversity Section

Establishment of Special Emphasis Programs (SEPs) is authorized by Department of Defense Directive 1440.1 to celebrate the observances of minorities. The SEPs include the following observances:

- ◆ **Federal Women's Program**
- ◆ **Hispanic Employment Program**
- ◆ **Black Employment Program**
- ◆ **Asian/Pacific Islander Employment Program**
- ◆ **American Indian/Alaskan Native Employment Program**
- ◆ **Disability Employment Awareness Program**

The Department of Navy (DoN) supports and encourages the conduct of and participation in programs, special events, observances, and other community activities that support the goals and objectives of the Dept of Navy's EEO program.

Each agency and command has an Affirmative Employment Plan (AEP) established to report and measure under-represented groups within their command. In accordance with the Department of Navy Affirmative Employment Plan, heads of activities, managers, and supervisors at each level are responsible for effective barrier analysis and

successful accomplishment of their AEP initiatives. Through the use of the Special Emphasis Program, each command can attract or target specific under-represented groups for the purpose of employment. This program helps provide employment information and recruitment tools to attract applicants during the celebration of each Special Emphasis Program as a means to obtain a diverse workforce. Because of VISA and SOFA restrictions of U.S. civilians living overseas, there are limits to attracting specific under-represented groups in the overseas theaters. Even with restrictions and

limitations of overseas components, every opportunity to celebrate special observances is made, and the events are open to all interested parties.

Special Emphasis celebrations may involve any of the following employment related events:

Training Classes

Seminars

Workshops

Cultural Banquets/Breakfasts/Luncheons

Briefings/Guest Speakers

The MCB Butler CHRO/EEO Office is planning to provide more Special Emphasis Programs throughout fiscal year 2005, and greatly appreciates your support.

For More Information on SEPs

please contact MCB Camp S.D. Butler, Workforce Development & Diversity Office at 645-7689, or email: mcbbutereeo@mcbbutler.usmc.mil

Visit Our Website: <http://www.mcbbutler.usmc.mil/chro/eeo>.



CHRO

Civilian Human Resources Office

UNIT 35020
MCB Camp S. D. Butler
FPO AP 96373-5020
Fax: 645-7115/7789
Commercial: 011-81-611-745-7115/7789
Email: chro@mcbbutler.usmc.mil

CONTACT INFO:

U.S. Employment and Classification Section: **645-2475/7547**

U.S. Employee & Labor Relations Section: **645-7548**

Workforce Development & Diversity Section:

Training: **645-7689**
EEO: **645-5422**

JN Labor Section:

JN Employment: **645-3370**
JN Classification: **645-5407**
JN Employee/Labor Relations:
645-3364/3921



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TRAINING COURSES COMING UP



NOVEMBER:

- ♦ PR Builder—**2 Nov**/ CHRO Classroom 1/ POC Phone # 645-8584 (RCO)
- ♦ GCPC (Government Commercial Purchase Card) Training — **9 Nov**/ CHRO Classroom 1
POC Phone # 645-8629(RCO)
- ♦ LAD (Language Allowance Degree) Test — **9 Nov**/ CHRO Classroom 4
POC Phone # 645-7689(CHRO)

DECEMBER:

- ♦ U.S. New Employee Orientation— **2 Dec** /CHRO Classroom 4/POC Phone# 645-7689 (CHRO)



Call 645-7689 or e-mail chrotraining2@mcbbutler.usmc.mil (MCBBUTLER CHRO Training on Global Address List) for questions.



Training announcements on the Web:

<https://ww1.mcbbutler.usmc.mil/chro/chrodata/training.asp>

